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# HORIZON OFFLINE CIRCULATION

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PC RELIANCE in the Bookmobile Office

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# Open PC Reliance

- To open PC Reliance: Double Click on the PC Reliance Icon on desktop (2 arrows – periwinkle and yellow)
- Only use PC Reliance when you are not able to use the Horizon module

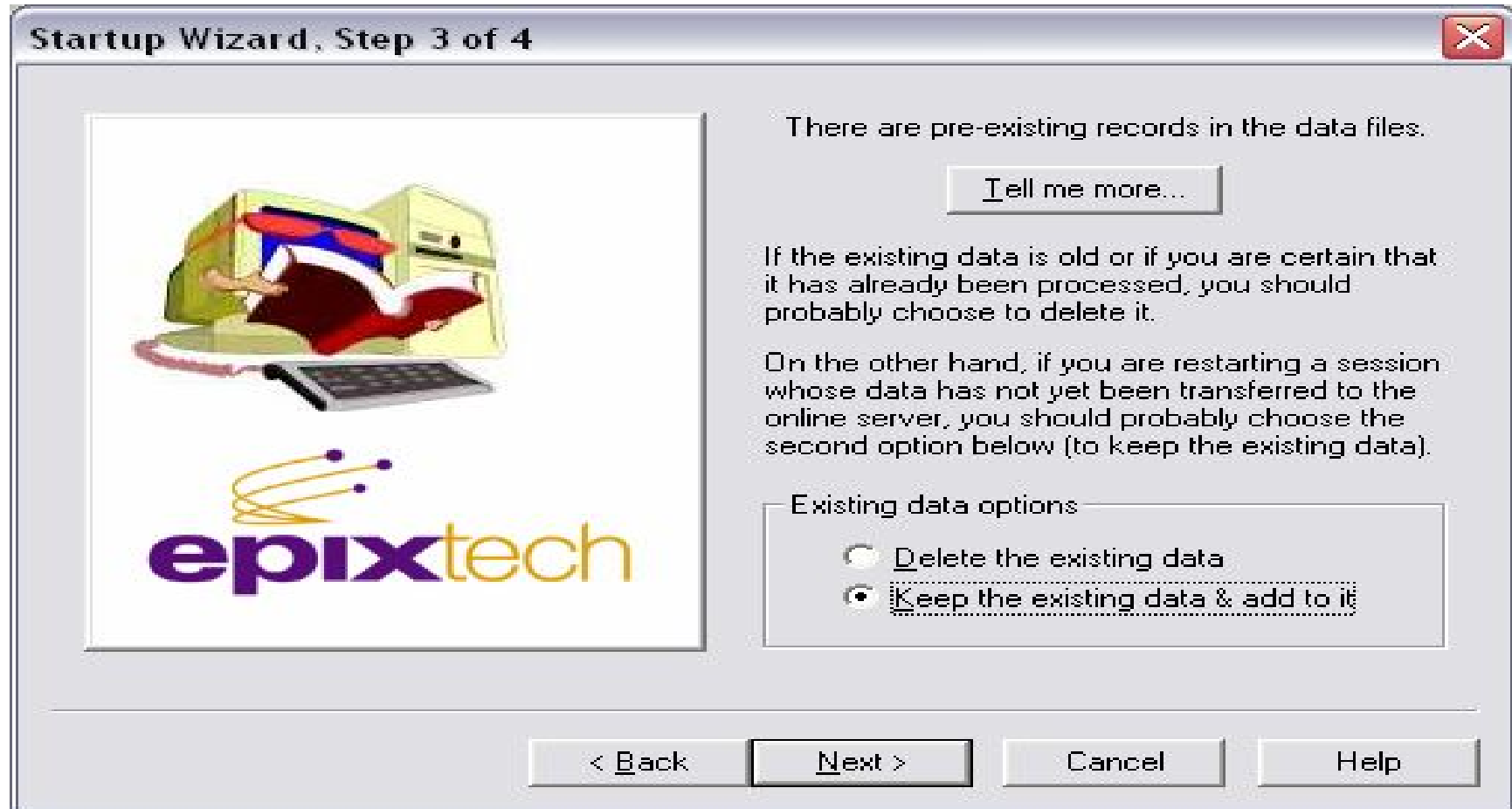
# Welcome screen – choose Next



# Verify Date and Time– Choose Next



If data has been uploaded then delete, if not keep (Computer specific)– Next




# Set-up is complete – Choose Finish




# Checkout screen is default

PC Reliance - Tooele County Headquarters

File Edit View Tools Borrower Circulation Window Help



 **Checkout**

Due date: Wednesday, January 03, 2007

☐ F8 - Enter a due date/time


☒ F9 - 2 week



☐ F10 - 4 Weeks

☐ F11 - <unassigned>

☐ F12 - <unassigned>

Borrower barcode or ID



 **Checkout**  Checkin


For Help, press F1


cko 0/0, cki 0 NUM Wednesday, December 20, 2006 10:03 AM

# Verify due date time period

PC Reliance - Tooele County Headquarters

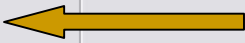
File Edit View Tools Borrower Circulation Window Help



 **Checkout**

Borrower barcode or ID 

Due date: Wednesday, January 03, 2007

- ☐ F8 - Enter a due date/time
- ☒ F9 - 2 week
- ☐ F10 - 4 Weeks
- ☐ F11 - <unassigned>
- ☐ F12 - <unassigned>



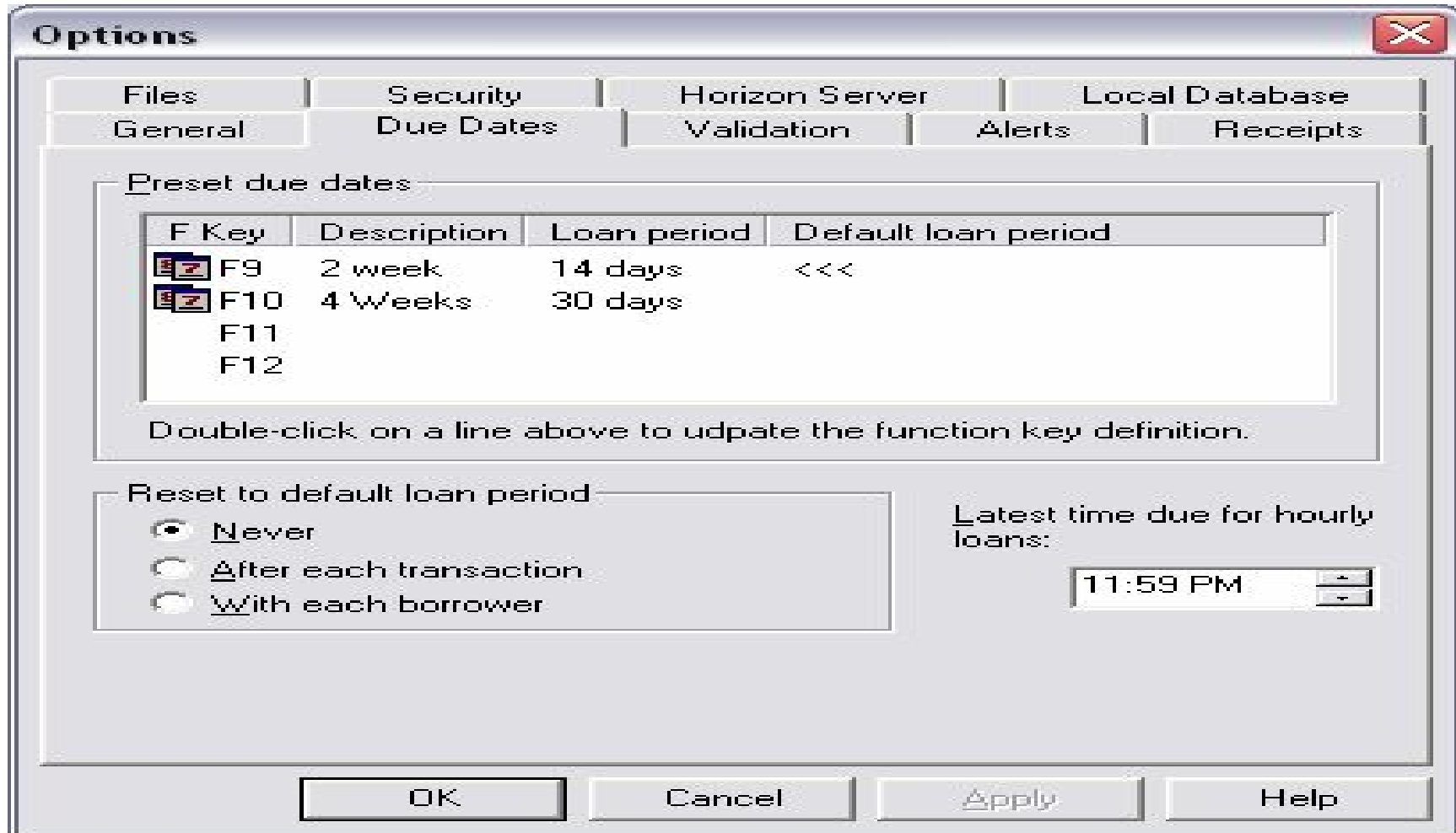
 Checkout  Checkin

For Help, press F1

cko 0/0, cki 0 NUM Wednesday, December 20, 2006 10:03 AM



To change/add Due Dates =  
Tools>Options>Due Dates



Default due date – Double click on time –  
Check next to “Make this the default loan”

Define Function Key: F9

Description: 2 week

Loan period: 14

☒ Days  
☐ Hours


☒ Make this the default loan period

OK  
Cancel  
Undefine

# Scan Borrower Barcode

PC Reliance - Tooele County Headquarters

File Edit View Tools Borrower Circulation Window Help



## Checkout


Due date: Wednesday, January 03, 2007

☐ F8 - Enter a due date/time  
☒ F9 - 2 week  
☐ F10 - 4 Weeks  
☐ F11 - <unassigned>  
☐ F12 - <unassigned>


Borrower barcode or ID



24029000000118

Item barcodes

  1 Piece

Item barcode	Due date	Due time	Pieces



 Checkout  Checkin

For Help, press F1

cko 0/0, cki 0 NUM Wednesday, December 20, 2006 10:04 AM

# Scan in Items

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File Edit View Tools Borrower Circulation Window Help

## Checkout

Borrower barcode or ID:

Due date: Thursday, January 04, 2007

☐ F8 - Enter a due date/time  
☒ F9 - 2 week  
☐ F10 - 4 Weeks  
☐ F11 - <unassigned>  
☐ F12 - <unassigned>

Item barcodes:

1 Piece

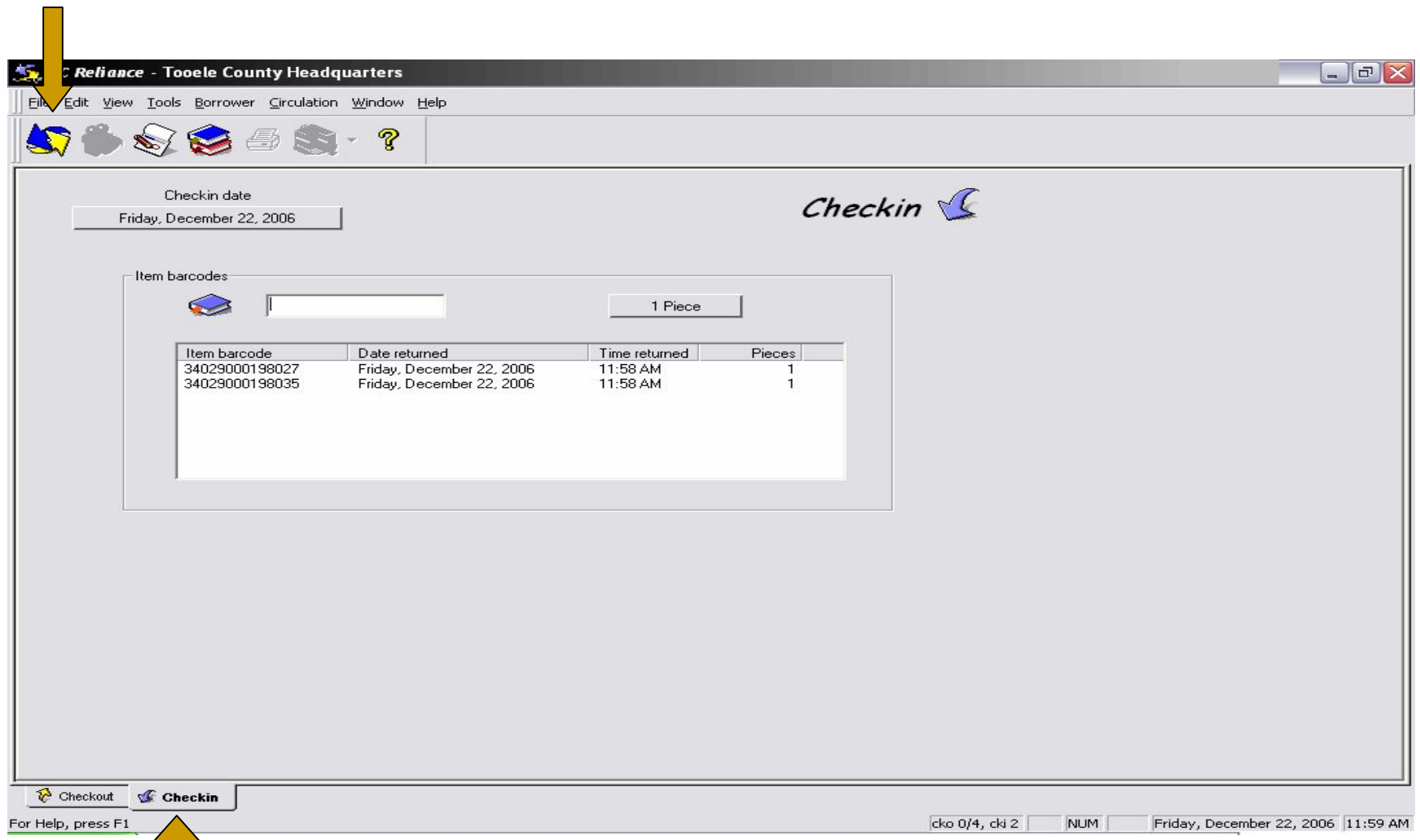
Item barcode	Due date	Due time	Pieces
34029000198001	Thursday, January 04, 2007	*	1
34029000198019	Thursday, January 04, 2007	*	1
34029000198027	Thursday, January 04, 2007	*	1
34029000198035	Thursday, January 04, 2007	*	1

Checkout Checkin

For Help, press F1

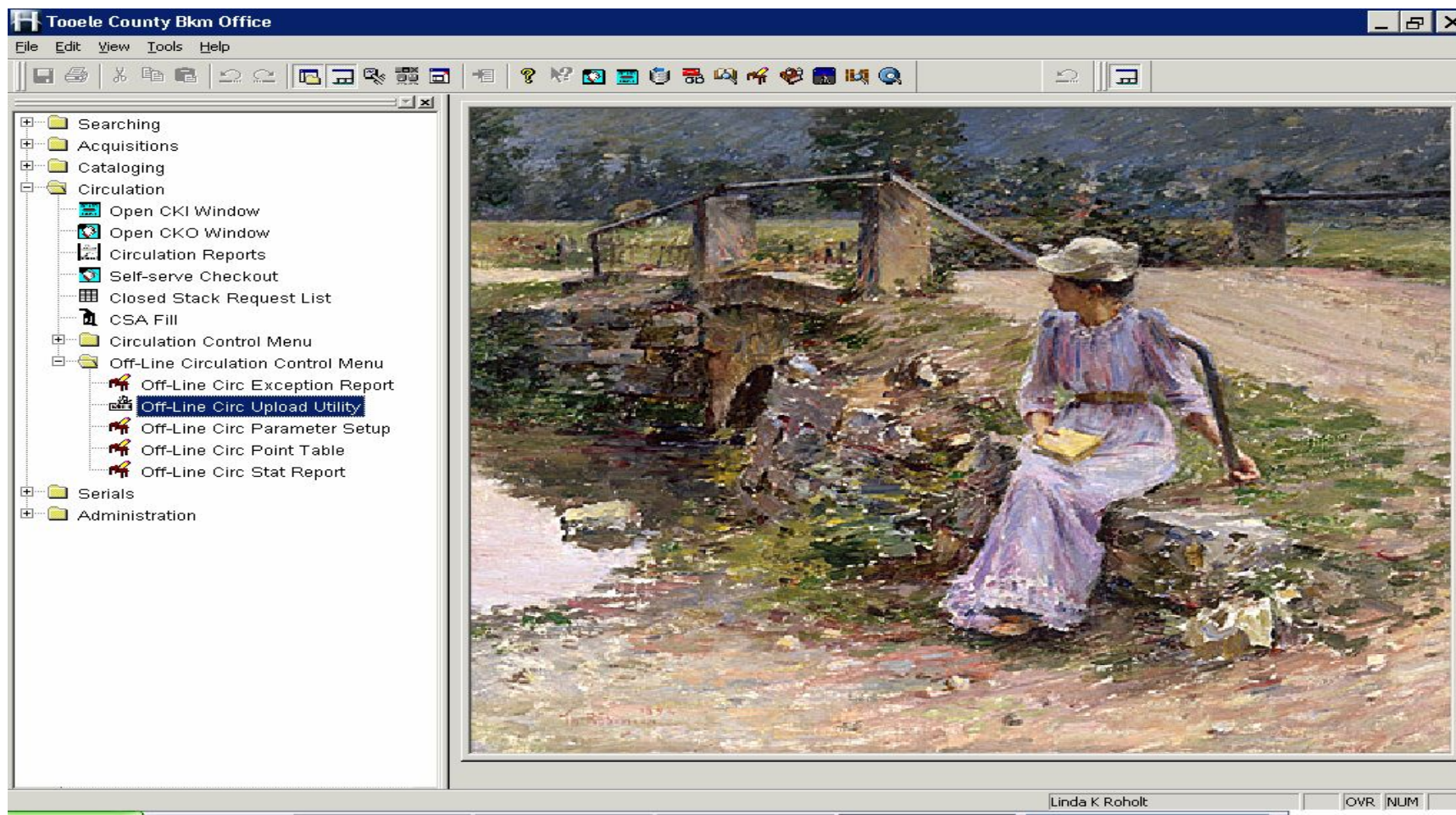
cko 4/4, cki 0 NUM Thursday, December 21, 2006 2:42 PM

# Checkin –

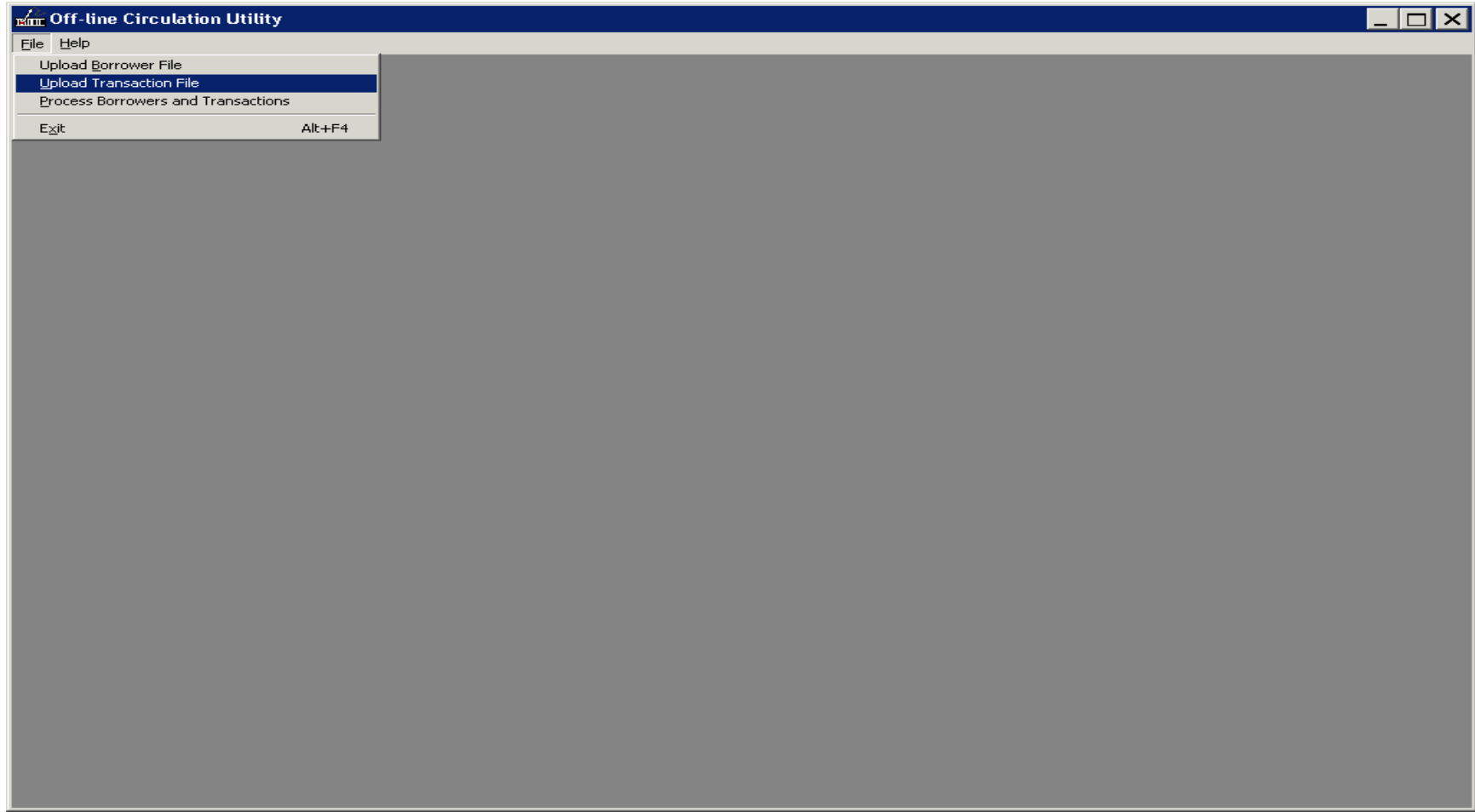


Toggle between checkout/checkin = F3 or blue/yellow arrow icon

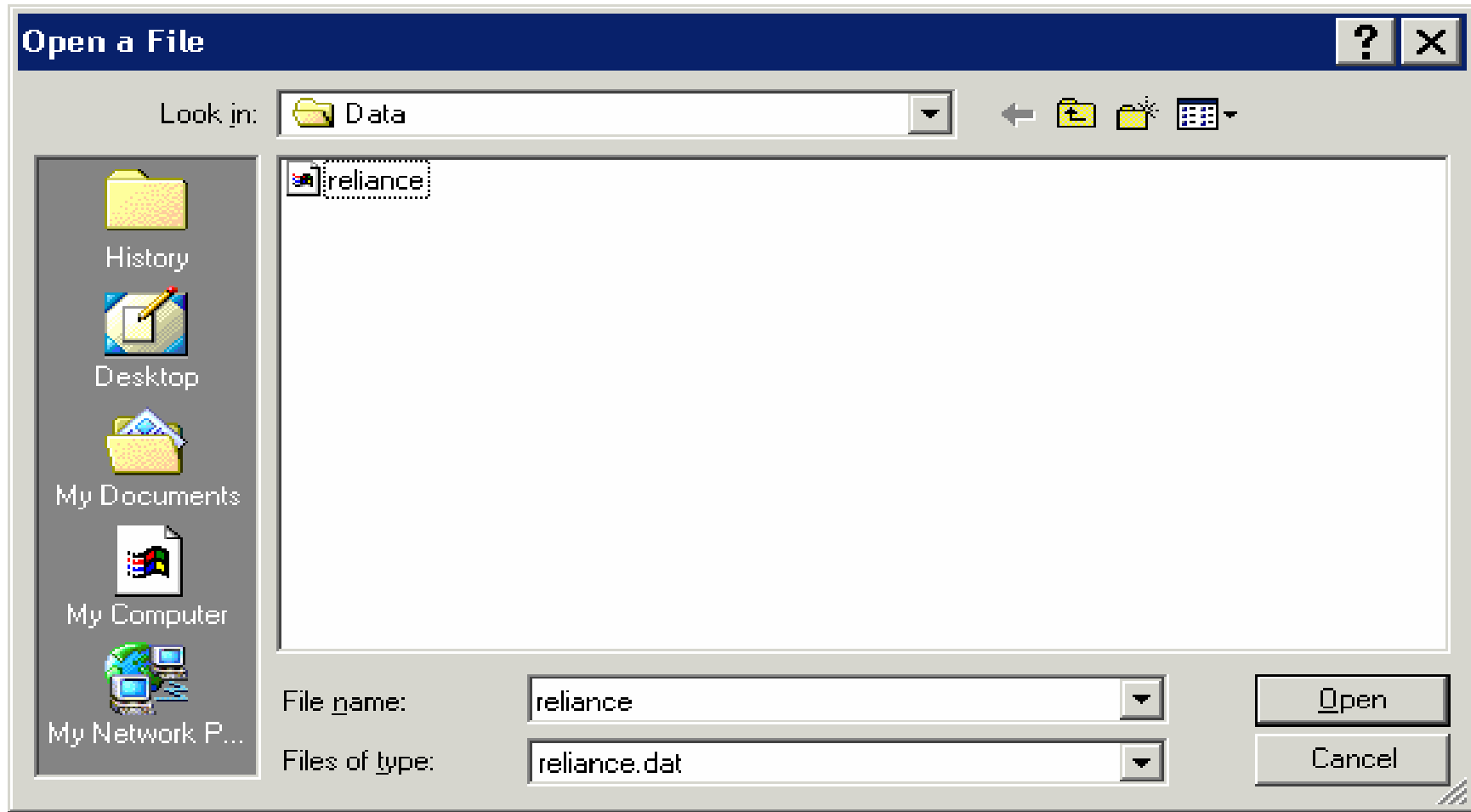
# Upload data to Horizon – Circulation>Off-line Circ Upload Utility



# File – Upload Transaction File

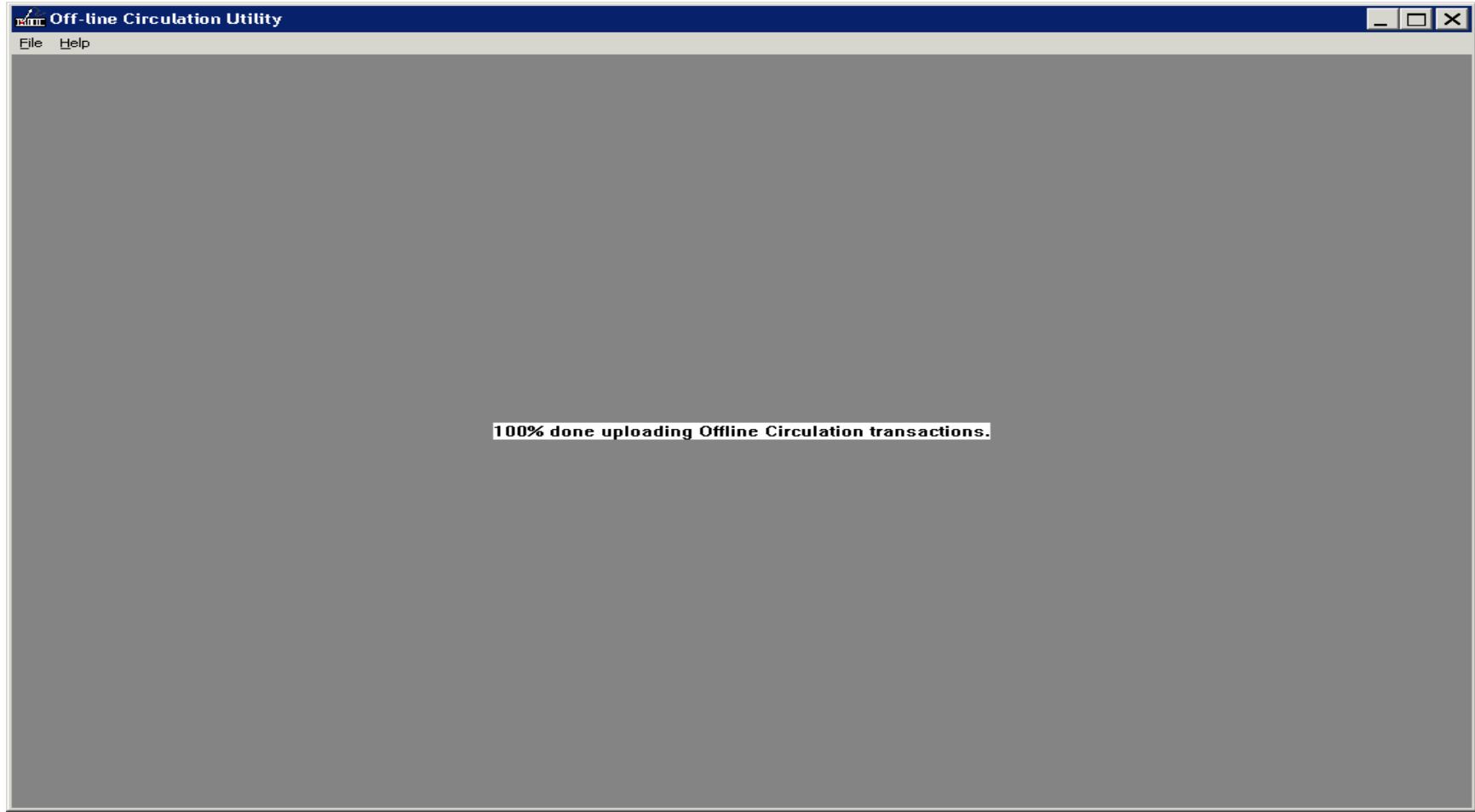


C: Program files/epixtech/pc  
reliance/data/reliance

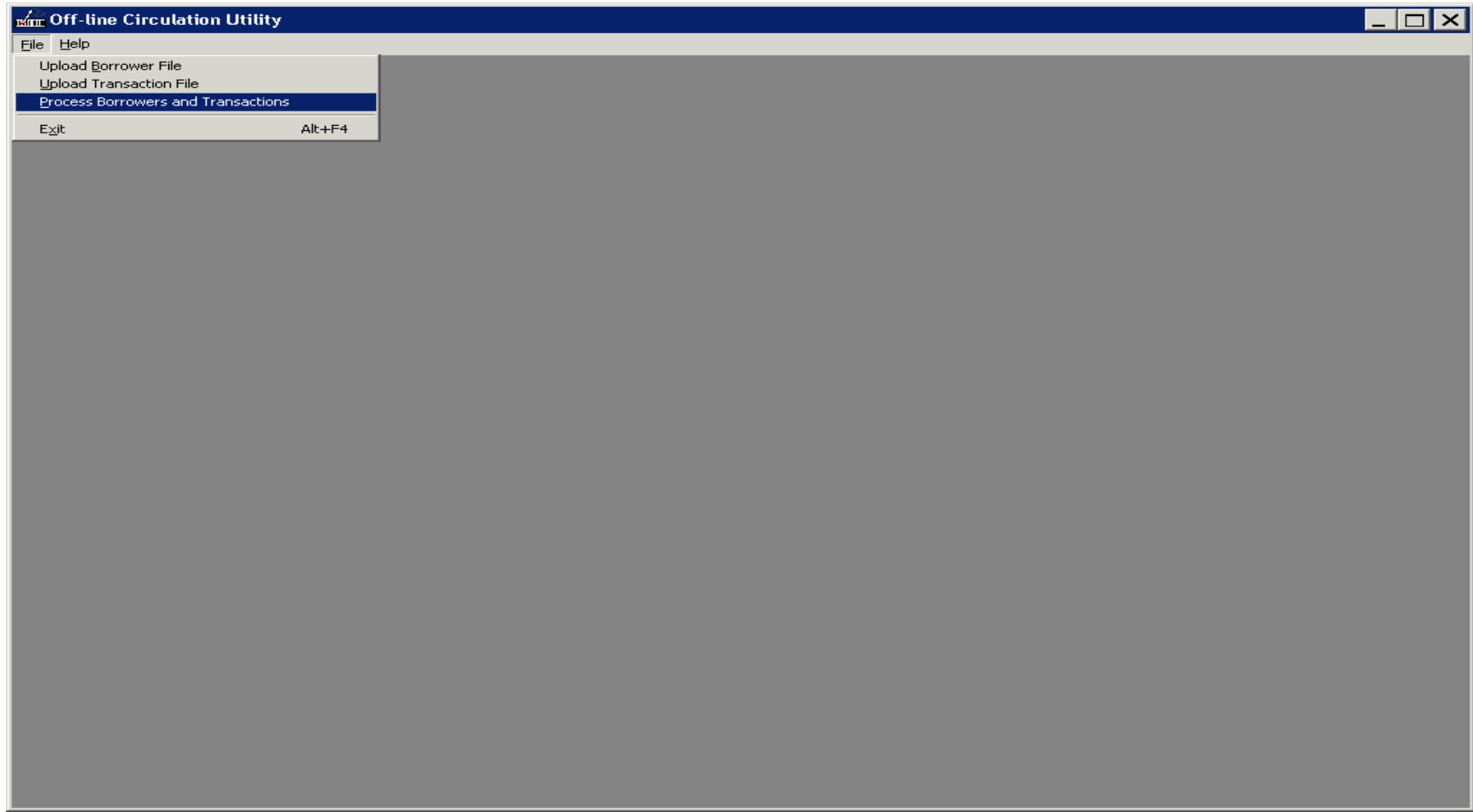




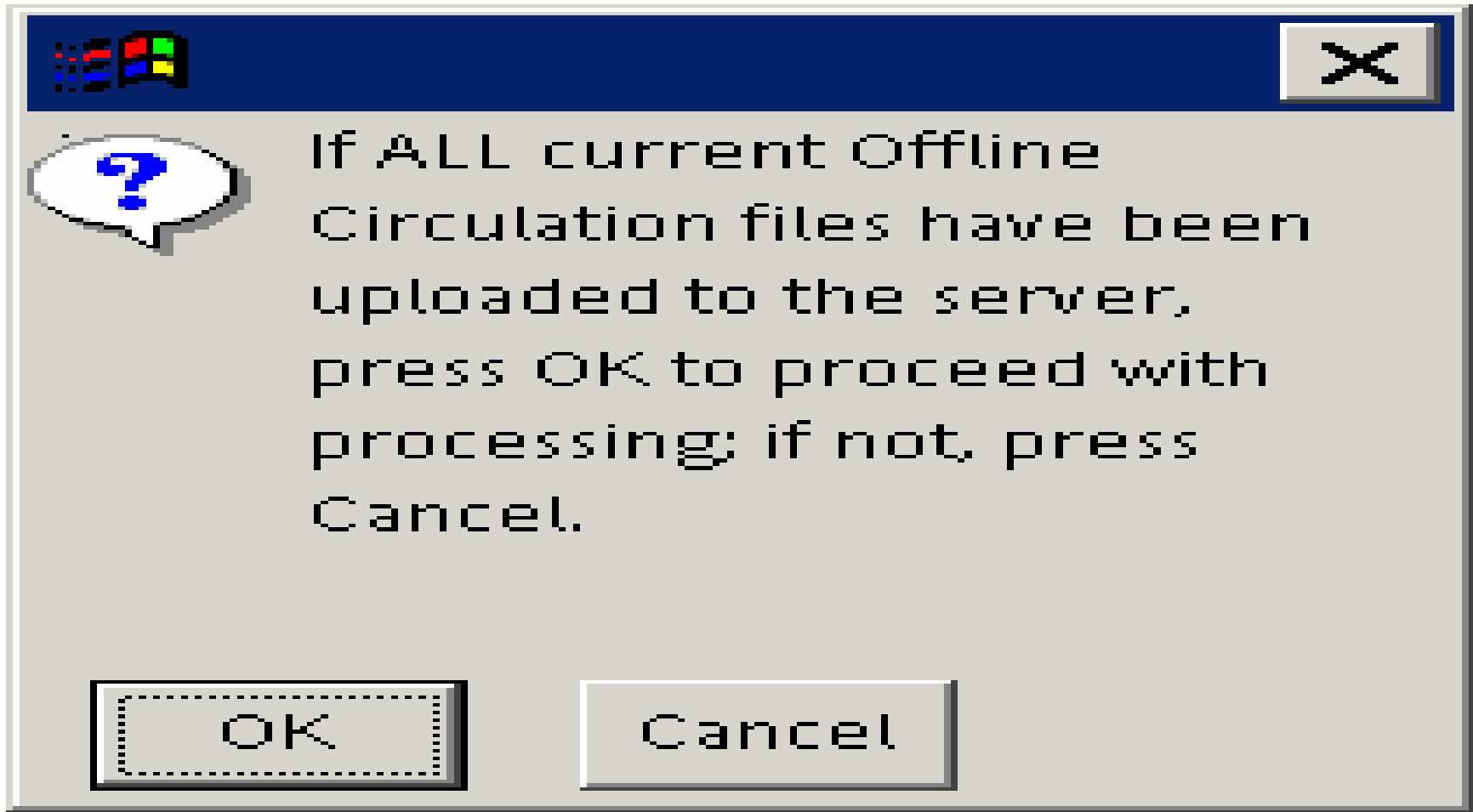
# Done uploading offline Circ.



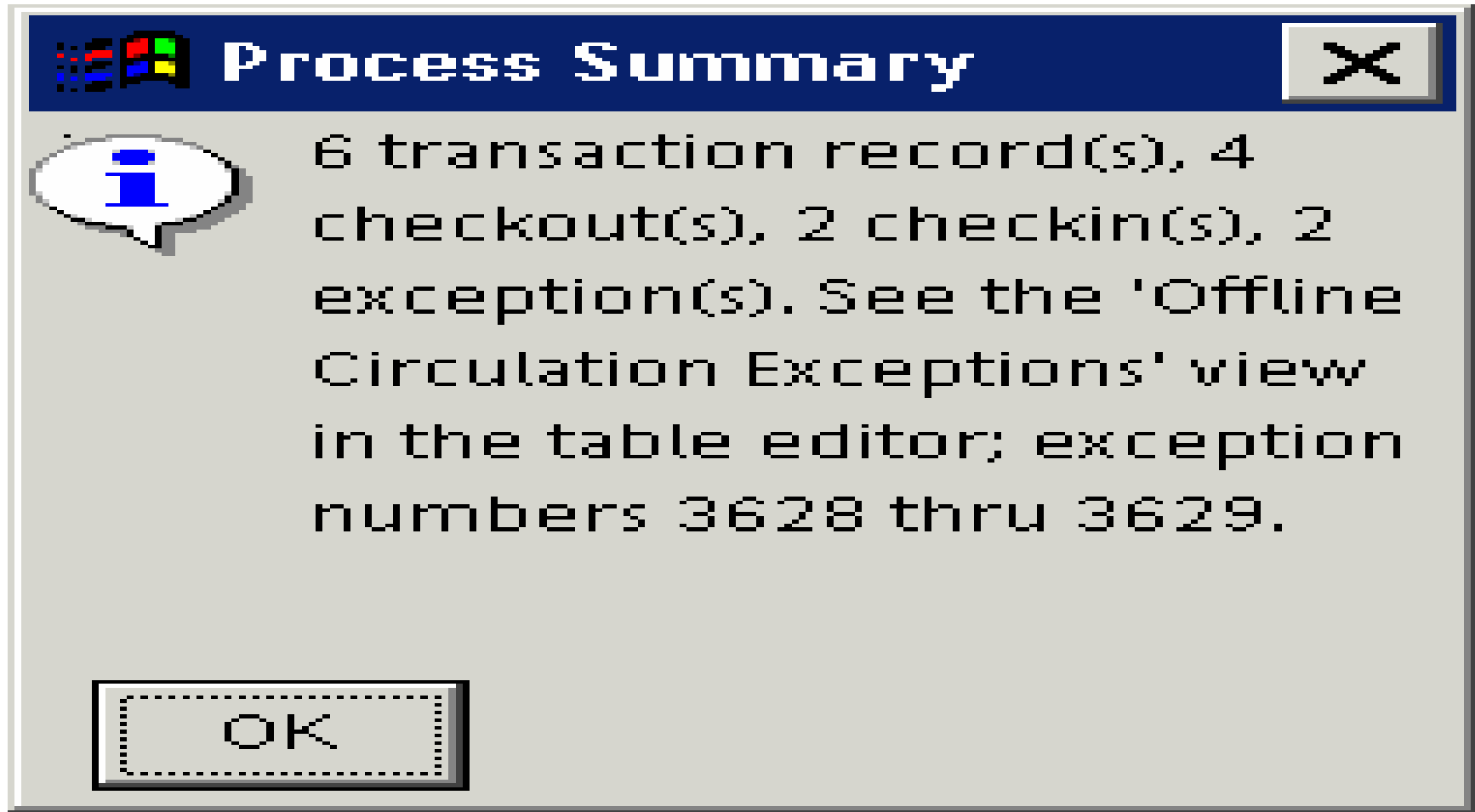
# Process transaction file (File>process transactions)



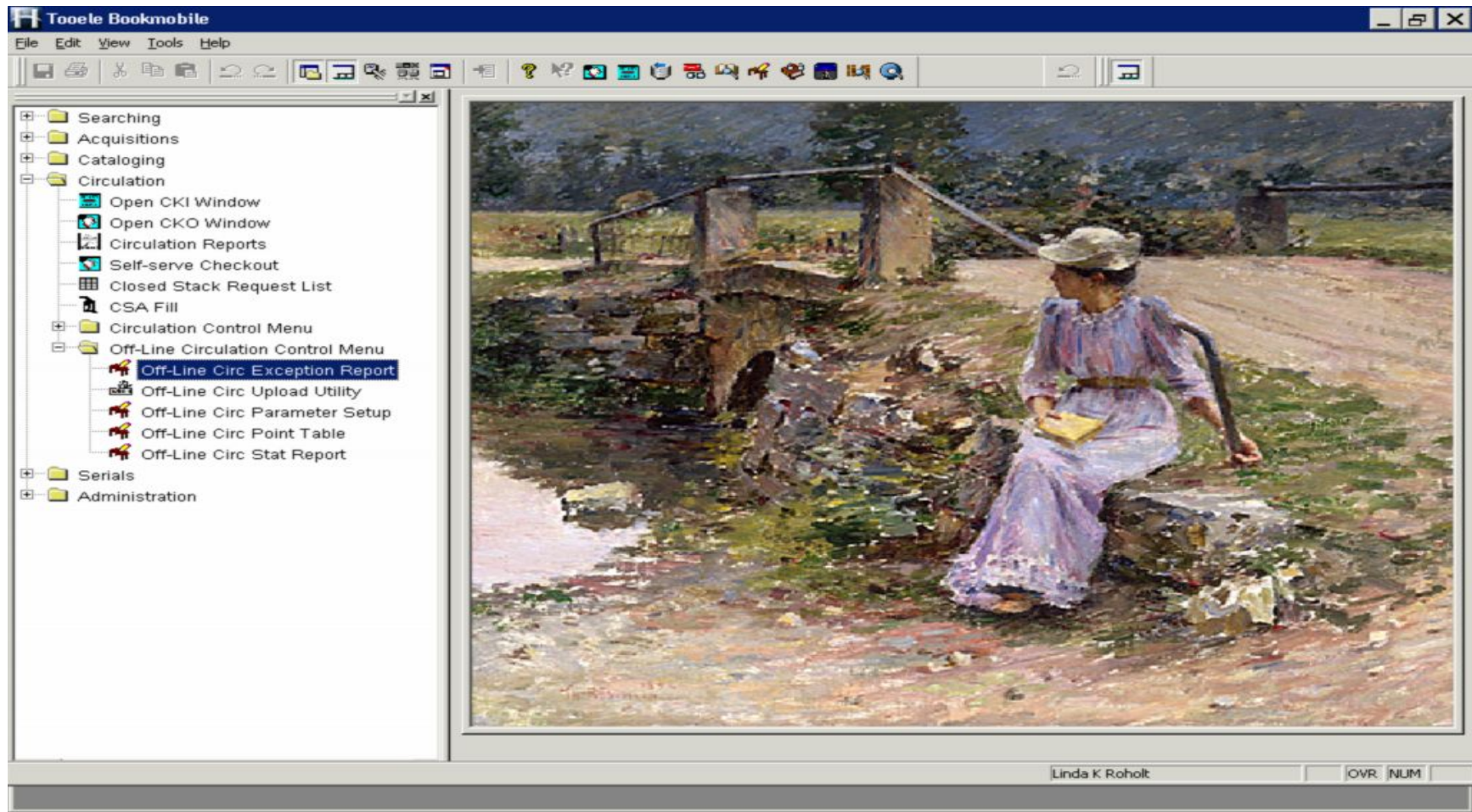
# Click OK



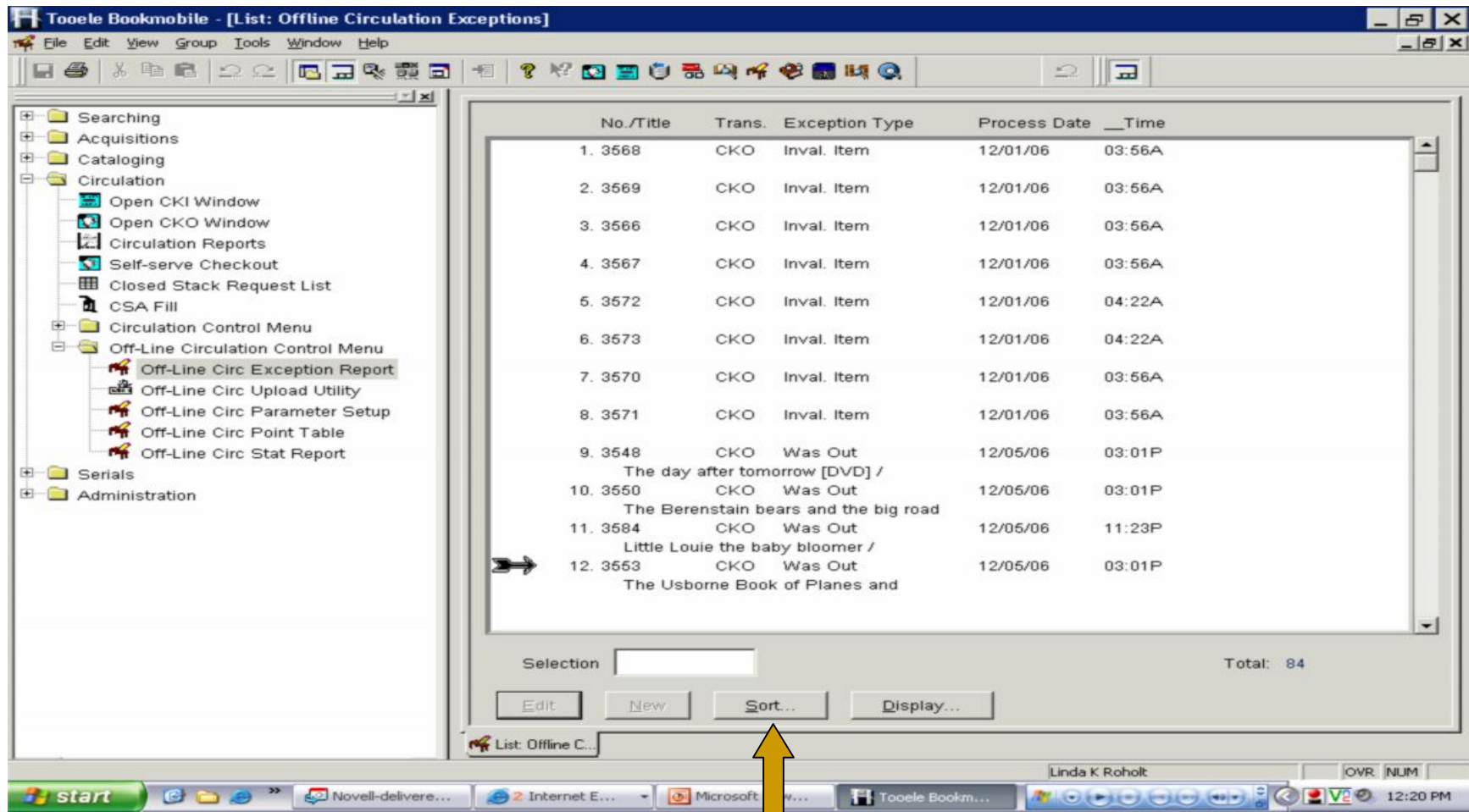
# Summary of Process



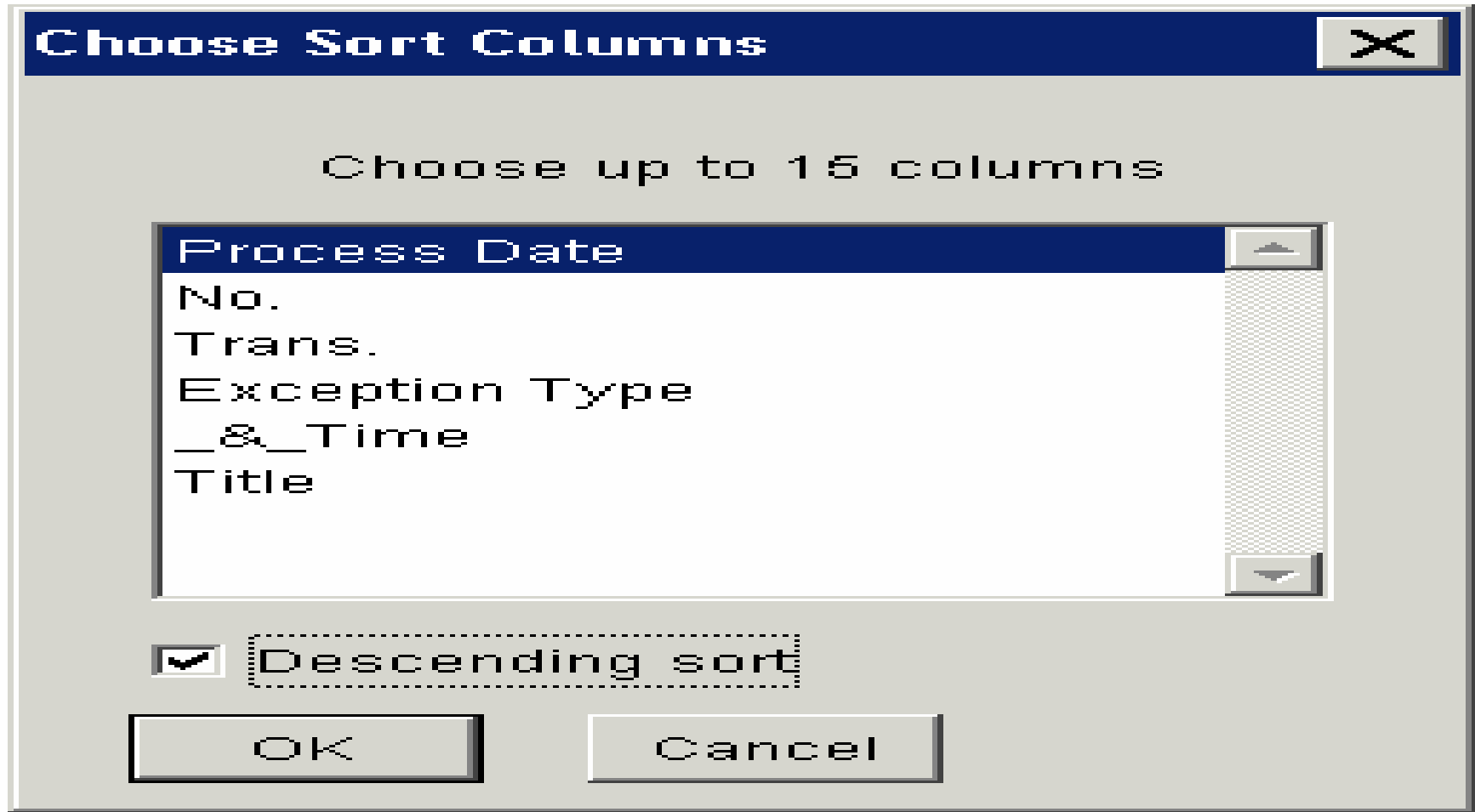
# View Exception Report



Exception report is for all Bookmobile locations on the database – use the Sort



Sort screen – choose process date and  
check descending sort - OK



The reason for the exceptions are because the checkin (CKI) items are in transit

The screenshot shows the 'Tooele Bookmobile - [List: Offline Circulation Exceptions]' window. The left sidebar contains a tree view with categories: Searching, Acquisitions, Cataloging, Circulation, Circulation Control Menu, Off-Line Circulation Control Menu, Off-Line Circ Exception Report (selected), Off-Line Circ Upload Utility, Off-Line Circ Parameter Setup, Off-Line Circ Point Table, Off-Line Circ Stat Report, Serials, and Administration. The main area displays a table of exceptions.

No./Title	Trans.	Exception Type	Process Date	Time
1. 3629 Tower of thunder : a novel /	CKI	Transit	12/22/06	11:58A
2. 3628 The Berenstain Bears go on a Ghost	CKI	Transit	12/22/06	11:58A
3. 3599	CKI	Inval. Item	12/19/06	01:28P
4. 3626	CKO	Inval. Borr.	12/19/06	12:03P
5. 3598	CKO	Inval. Borr.	12/19/06	12:55P
6. 3622	CKO	Inval. Borr.	12/19/06	10:52A
7. 3623	CKO	Inval. Borr.	12/19/06	12:03P
8. 3608 Conflict of interest : a novel /	CKI	Requested	12/19/06	04:30P
9. 3609 Miss Julia speaks her mind /	CKO	Was Out	12/19/06	04:31P
10. 3606 Ice age. The meltdown [DVD] /	CKO	Was Out	12/19/06	04:12P
11. 3597	CKO	Inval. Borr.	12/19/06	12:55P
12. 3627 The golden wasp /	CKO	Was Out	12/19/06	01:12P

Selection: 1-2 Total: 84

Buttons: Edit, New, Sort..., Display...

Status bar: List: Offline C... Linda K Roholt OVR NUM



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# Tips

- Option - wait to checkin items until system is live
- Blocks and transit information will be on exception report if checkin is used with offline circulation
- If you do checkouts and checkins on the same computer the information will be timestamped
- If checkouts are done on 1 computer and checkins are done on a different computer then the checkin file must be uploaded first
- If a new patron is needed to be added while using offline circulation – fill out the application form and then use the new barcode with offline circulation – Make sure to add the new borrower to Horizon before uploading the offline circulation file.

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# Questions?

- Contact Ruthanne Hansen at 801- 715-6758 or Linda Roholt at 801- 715-6754 – Toll free in Utah is 1-800-662-9150